

GRANTS DEVELOPMENT COORDINATOR

Milwaukee Public Schools

THE PURPOSE: Under the direction of the Grants Manager, the Grants Development Coordinator provides policy level leadership for and directs the development of major district-wide state and federal categorical and competitive grants, facilitating the work of cross-departmental planning teams and involving parent, community, and non-public school representation.

ESSENTIAL FUNCTIONS:

- Provides policy level leadership and coordination in planning and developing major grant proposals for the district, facilitating the work of cross-departmental planning teams and involving parents, community, and non-public school representation.
- Directs the development of the district's Elementary and Secondary Education Act (ESEA) Consolidated Plan for federal title programs, other state and federal grant opportunities under the ESEA No Child Left Behind Act, and other district-wide grants.
- Directs the planning, organizing, and delivery of online and face-to-face interactive professional development for directors and coordinators of title programs, other administrators, and teachers.
- Oversees the implementation and monitoring of federal title programs and other state, federal, and philanthropic grant opportunities to ensure compliance.
- Ensures that the district's major grant proposals are aligned with the district's strategic plan, identified priorities, and state and federal regulations.
- Identifies and works to procure potential external funding sources to support district initiatives.
- Develops and maintains collaborative relationships with schools; district staff; parent, community, and non-public school representatives; local, state, and federal officials; institutions of higher education; and business representatives.
- On a project basis, supervises and coordinates the work of clerical staff.
- Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

The person in this position may be required to work non-standard hours to meet deadlines.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree with a major in English, communications, journalism, education, business or public administration, or a related field from an accredited college or university.
NOTE: Copies of transcripts should be submitted with application or sent to the City of Milwaukee, Department of Employee Relations, ATTN: Marti Cargile, Human Resources Representative, 200 E Wells St, Rm 706, Milwaukee, WI 53202. (Student copies are acceptable.)
2. Five years of experience in proposal writing, grant writing, and/or grant compliance including a substantial amount of grant proposal development and writing.
Equivalent combinations of education and experience may also be considered.
3. Residence in the City of Milwaukee within one year of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Master's Degree in a related field as stated in #1, above, from an accredited college or university.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of grant funding policies and procedures.
- Knowledge of local, state, and federal regulations related to grants.
- Knowledge of grant funding sources and mechanisms.
- Knowledge of organizational development principles and methods.
- Ability to learn the budgeting process.
- Leadership skills and initiative.
- Ability to build and maintain effective relationships with a diverse, multi-disciplinary team as well as public officials, community partners, and the public.
- Oral communication skills.

- Written communication skills, including the ability to write effective grants and proposals.
- Facilitation, presentation, and training skills.
- Analysis and research skills.
- Ability to identify and solve complex problems.
- Judgment and decision-making skills.
- Ability to plan and coordinate work, manage multiple projects, and meet varying and pressing deadlines.
- Ability to use word processing, spreadsheet, and word processing computer applications as well as to learn and use financial software.
- Attention to detail.

THE CURRENT SALARY RANGE IS: \$68,313 to \$99,128 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **December 30, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, or by calling 414-286-3751.